

# **BOARD OF EXAMINERS FOR NURSING HOME ADMINISTRATORS**

## **MINUTES**

DATE: June 1, 2004

TIME: 9:00 a.m., C.D.T.

LOCATION: Cumberland Room  
Ground Floor, Cordell Hull Building  
425 Fifth Avenue North  
Nashville, TN 37247-1010

MEMBERS PRESENT: Harold Walker, Chair  
Mark Davis, Vice-Chair  
Suzanne Meeks, Secretary  
Jennifer Johnson, MS  
Kathryn Wilhoit  
Craig Laman  
Palyce Jones  
Katy Gammon  
Mary Thomas

STAFF PRESENT: Karen Robinson, Board Administrator  
Marva Swann, Unit Director  
Ernest Sykes, Advisory Attorney  
Robbie Bell, Director, Health Related Boards  
Jerry Kosten, Regulations Manager  
Lea Phelps, Investigations

With a quorum being present, Mr. Walker called the meeting to order at 9:07 a.m.

### **Conflict of Interest**

Mr. Sykes reviewed the Conflict of Interest Policy and reminded the Board members of their responsibilities under the policy.

### **Minutes**

A motion was made by Ms. Meeks and seconded by Dr. Johnson to approve the minutes of the March 2, 2004 meeting as submitted. The motion carried.

## **File Review**

Suzanne Brown – Ms. Brown, A.I.T, and Ms. Bourgeois, Preceptor, were requested to appear before the Board to give explanation of hours spent in the Board approved facility and A.I.T.P. After much discussion a motion was made by Mr. Laman and seconded by Ms. Meeks to approve the A.I.T.P. to continue. The motion carried.

Mahlia Russell – Ms. Russell A.I.T, and Ms. Faulkner, Preceptor, submitted a letter requesting a thirty (30) day extension from May 24, 2004 to June 24, 2004 of Ms. Russell's A.I.T.P. A motion was made by Ms. Meeks and seconded by Ms. Johnson to approve the extension. The motion carried.

## **A.I.T.'s Not Approved**

A motion was made by Mr. Davis and seconded by Ms. Wilhoit to request the following candidates to appear before the next Board meeting of August 3, 2004, to give explanation of their acceptable management experience. The motion carried.

Susette Williamson  
Pamela Jowers

**AIT Candidates** – A motion was made by Mr. Davis and seconded by Dr. Johnson to approve the following candidates to begin their A.I.T program on June 1, 2004. The motion carried.

Seth McCormick  
Larry McDaniel  
Alissa Dillard  
Carl Hills  
Lakecia Harper

## **New Exam Approval**

A motion was made by Mr. Davis and seconded by Ms. Meeks to approve the following candidate for the NAB examination. The motion carried.

Monty McLaurin

## **Administrative Reports**

Ms. Robinson presented the statistical report which indicated the following:

Active Licensees – 744
Retired Licensees – 781
Failed to Renew – 674

<i>Performance Measure</i>	<i>Goal</i>	<i>Jan.-June 2003</i>	<i>July –Dec.2003</i>	<i>Average</i>
Renewal Processing Time	14 days	0.1 days	0.1 days	0.1
Application Processing Time	100 days	196.9	236 days	

The application processing time is directly relative to the length of the A.I.T. program and the success or lack thereof of the applicant and the examination process.

Ms. Robinson reported in April 2004 One (1) nursing home administrator renewed on line. This is a usage rate of 7% compared to all overall usage rate for all professions of 33%.

### **Projects In Progress**

The 2002 continuing education audit shows ninety one (91) licensees were audited. Four (4) or 4.4% paid the \$100.00 civil penalty and submitted their continuing education certificates to the Administrative Office. Eighty seven point nine percent (87.9%) submitted the continuing education certificates as requested. Seven (7) or 77% did not respond due to incorrect addresses or were unclaimed and were sent to investigations. Four (4) were sent to investigations (4.4%). Eighty three (83) (91.2%) complied.

### **Imaging**

Our department has started imaging all licensure files. This eliminates paper files contained in the administrative office and allows staff to respond quickly to requests for information. Staff has imaged 28 out of 2216 back files and all current files.

### **Board Members**

There has been a new appointment to the Board Ms. Palyce W. Jones replaced Mr. Stanley Boling. Ms. Jones' expiration date is 5-31-06. Mr. Harold Walker, Board Chair, Mr. Mark Davis, Vice Chair, and Dr. Jennifer Johnson were reappointed with expiration dates of 5-31-06. All other appointments are current.

### **Board meeting dates for 2005**

March 7, 2005

June 6, 2005

August 1, 2005

November 7, 2005

### **Rule-Making Hearing**

Mr. Kosten presented a rulemaking hearing held on December 23, 2003 of rules that are being proposed by the Office of General Counsel, for all Boards, which would require mandatory appearances by disciplined licensees at the end of their disciplinary periods. The rule outlines when a licensee may request an order modification. The rule also outlines a procedure where a

licensee must prove compliance with their orders. A motion was made by Mr. Davis and seconded by Ms. Meeks to approve the rules. The motion carried with a unanimous vote.

### **Disciplinary Status Report**

Ms. Phelps presented that there is one summary suspension and one on probation that has paid a civil penalty of \$600.00.

### **Discipline And Investigative Reports**

Ms. Phelps presented the discipline report which indicated one on summary suspension and one on probation until 11-17-2005.

Ms. Phelps presented the investigative report which indicated four complaints were received in the month of April. Nineteen complaints have been closed; two closed with no action; two closed with a letter of warning and nineteen were closed and referred to OGC. Nine are currently open in investigations.

### **Office of General Counsel Report**

Mr. Sykes presented the Office of General Counsel report and informed the Board that the rules regarding clarification of licensure requirements became effective November 18, 2003. Rule 1020-1-.15 – Disciplinary authority: order modification, order of compliance and assessment of costs. (Rule-making hearing was held on December 23, 2003 and brought before this Board for roll-call vote as to final approval.) There are no disciplinary actions on the docket for this meeting.

### **Topics of Discussion**

The Board requested a trend investigation report of last four (4) years from OGC.

Mr. Sykes reported that the Legislation has passed the purpose bills on sprinklers in the nursing homes.

Mr. Walker requested that a letter of notification for the installation of sprinklers be sent to all active and retired nursing home administrators.

### **HRB Directors Report**

#### **Chapter 575**

Ms. Bell discussed and explained Chapter 575 with the Board. After much discussion a motion was made by Ms. Meeks and seconded by Dr. Johnson to authorize a designee of the Board to review and request files. The motion carried.

### **Disciplinary Guidelines**

Ms. Bell explained to the Board that the disciplinary guidelines may be reviewed and accepted or the Board can create a task force to develop new disciplinary guidelines. A motion was made by Ms. Meeks and seconded by Mr. Davis to delay this until the November 2, 2004 Board meeting to vote on a task force to develop disciplinary guidelines. The motion carried.

### **Financial Report**

Ms. Robinson presented the financial report which indicated that the Board had a Projected Cumulative Carryover at June 30, 2003 of \$176,127.

### **Ratifications**

#### **Newly Licensed**

Tommie Birchett  
Mark Brewer  
Frank Lamier  
Starann Lamier  
Mary Pfeifer  
Daniel Rowe  
Markesta Russell  
Trena Taylor  
Walter Weingarten  
John Winfree

#### **Reinstatements**

Kimberlee Foster  
Gary Snyder

A motion was made by Mr. Davis and seconded by Dr. Johnson to approve the above newly licensed and reinstated Nursing Home Administrators. The motion carried.

**Preceptor List** – An updated preceptor list was presented to the Board for informational purposes only.

### **Adjournment**

There being no further business, the meeting was adjourned at 12:09 p.m.

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